

---

# DLA ADMINISTRATIVE SUPPORT CENTER

**POSITION:** Quality Assurance Specialist, GS-1910-12

**ANNOUNCEMENT:** DCMDI-25-KW(Aircraft)

**LOCATION:** Defense Contract Management Command  
District International (DCMDI)

**OPENING DATE:** March 12, 1997  
**CLOSING DATE:** Open Continuous

**Duty Station:** Halli, Finland

**AREA OF CONSIDERATION:** Appointable Employees of Defense Logistics Agency

**DUTIES:** The incumbent serves as a Quality Assurance Specialist for implementing DLA and DCMCI quality assurance directives in a Foreign Military Sales (FMS) environment encompassing a number high value contracts for the purchase of advanced aircraft and electronic systems which are deployed and maintained in widely dispersed areas within the Europe of Theater. Develops quality assurance requirements of statements of work, request for proposals (RFP) and other contracting documents when requested by the program office. Reviews quality assurance requirements prior to RFP release and/or subsequent to contract award and provides timely recommendations/documents as appropriate. Interprets higher headquarters directives and policies and prepares implementing requirements for use country-wide. Conducts staff assistance visits including associated briefings and reports to evaluate the DCMAOR Finland performance and recommend improvements. Establishes and maintains quality assurance contract audit trail documentation in support of DCMAOR Finland actions country-wide. Analyzes country-wide quality assurance and technical surveillance data for adverse trends, rectifies adverse trends, and provides results of analysis in suitable format for the team leaders review. Formally accepts supplies and services on behalf of the U.S. Government.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience at or equivalent to the GS-11 level which demonstrates a practical knowledge in monitoring, controlling, or maintaining the quality of products or services in quality assurance, procurement, inspection, production, or related areas. Qualifying experience includes (1) reviewing production activities and capabilities in light of contract quality requirements; (2) reviewing written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans; (3) analyzing quality data to detect unsatisfactory trends or weaknesses in the quality/inspection system; (4) verifying by test or inspection, using sampling inspection or intensive product inspection techniques that products comply with requirements prior to acceptance; (5) identifying inadequacies and requesting corrective action; (6) computing data, summarizing results, and preparing reports or charts depicting pertinent relationships using statistical methods; (7) investigating customer complaints and deficiency reports, and providing identification of causes to appropriate authorities; (8) reading, interpreting and applying technical data such as blueprints, engineering drawings, product specifications, or technical manuals; and (9) reviewing and evaluating supply systems operation and procedures through periodic audits and surveillance inspections. Applicants must have served at least one year in grade GS-11 to meet OPM time-in-grade requirements.

<b><u>EVALUATION METHODS:</u></b>	<b><u>MAXIMUM POINT VALUE</u></b>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.

2. This position is designated noncritical sensitive as defined in DoD 52200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer.
3. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. Time in grade and qualification requirements must be met by the closing date of this announcement.
5. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
6. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
7. Temporary Duty (TDY) and local travel is required.
8. As defined in DLAR 1416.8, Pay retention will be offered to successful applicants whose pay would otherwise be reduced if selected for this position.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. **APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.**
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). **FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING.** Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.**

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.**

# Merit Promotion Questionnaire

**Position:** Quality Assurance Specialist (Aircraft), GS-1910-12

**Location:** Halli, Finland

**Applicant Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible. This questionnaire must be completed and postmarked by the closing date of the announcement. You cannot submit any information after that date.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly and answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Beside each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application should have identifying letters for experience sections. For example, if you got your experience in your current or your most recent job, you would enter the appropriate letter under "Where on Application" beside the question. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

## Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Computr Science, Engineering Technology, Industrial Management, Mathematics, Physical Sciences, Production Management, Quality Assurance, Statistics, Textiles, and other related fields.

### Level of Education

### Major (points)

8 Semester/12 Quarter Hours	_____ Any Major ( 0 )		
16 Semester/24 Quarter Hours	_____ Any Major ( 2 )		
1 Academic Year	_____ Any Major ( 3 )		
2 Academic Years	_____ Related Major ( 8 )	_____ Other Major ( 5 )	_____ Any Major ( )
3 Academic Years	_____ Related Major ( 10 )	_____ Other Major ( 6 )	_____ Any Major ( )
Bachelor's Degree	_____ Related Major ( 15 )	_____ Other Major ( 8 )	_____ Any Major ( )
1 Graduate Academic Year	_____ Related Major ( 15 )	_____ Other Major ( 10 )	_____ Any Major ( )
Master's Degree or Higher	_____ Related Major ( 15 )	_____ Other Major ( 12 )	_____ Any Major ( )

## Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

_____ Value Engineering	_____ Meritorious or Superior Civilian Service
_____ EEO Award	_____ Commendable Service Certificate
_____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)	

## Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-1150, GS-1910, and any GS-800 series

### Rating Level

### Related

### Unrelated

Exceptional (Level 5)	_____ 5 points each	_____ 3 points each
Highly Successful (Level 4)	_____ 4 points each	_____ 2 points each
Fully Successful (Level 3)	_____ 3 points each	_____ 1 points each
Below Fully Successful (Level 1 or 2)	_____ 0 points each	_____ 0 points each

Ranking Questions	Where on Application
<p><b>Quality Assurance Specialist (Aircraft), GS-1910-12</b></p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered as “No” response.</p> <ol style="list-style-type: none"> <li>Have you at least one year of direct experience in fighter-type aircraft new manufacturing? a. Yes      b. No</li> <li>Have you at least one year of direct experience in other aircraft new manufacturing? a. Yes      b. No</li> <li>Have you at least one year of direct experience in fighter-type aircraft repair/overhaul or modification (POMO, PDM or SLDM)? a. Yes      b. No</li> <li>Have you at least one year of direct experience in other aircraft repair/overhaul or modification (POMO, PDM or SLDM)? a. Yes      b. No</li> <li>Have you at least one year of direct experience in Aircraft component parts new manufacturing? a. Yes      b. No</li> <li>Have you at least one year of direct experience in aircraft component parts repair/overhaul? a. Yes      b. No</li> <li>Are you currently DAWIA Level II Certified in Quality Assurance? a. Yes      b. No</li> <li>Do you have experience in implementing PROCAS at resident facilities? a. Yes      b. No</li> <li>Do you have experience in implementing PROCAS at non resident facilities? a. Yes      b. No</li> <li>Do you have experience in implementing PROCAS as a staff specialist? a. Yes      b. No</li> <li>Do you have experience in implementinig PROCAS as a facilitator? a. Yes      b. No</li> <li>Have you ever formally teamed with a contractor to correct deficiencies in their process and improve customer satisfaction? a. Yes      b. No</li> <li>Have you ever developed quality assurance plans and/or management systems (i.e., development of PROCAS facility plans, etc.)? a. Yes      b. No</li> <li>Have you ever been a member of a government cross-functional team (i.e., a team comprised of members of other functional areas)? a. Yes      b. No</li> <li>Have you ever worked in activities related to Foreign Military Sales (FMS)? a. Yes      b. No</li> <li>Have you performed quality assurance work for preawards? a. Yes      b. No</li> </ol>	

Ranking Questions	Where on Application
<p><b>Quality Assurance Specialist (Aircraft), GS-1910-12</b></p> <p>17. Have you performed quality assurance work for postawards? a. Yes      b. No</p> <p>18. Have you performed quality assurance work for first articlels? a. Yes      b. No</p> <p>19. Have you performed quality assurance work for property surveys/administration? a. Yes      b. No</p> <p>20. Have you used databases as a tool in administration of the requirements of contract and data collection systems? a. Yes      b. No</p> <p>21. Have you used spreadsheets as a tool in administration of the requirements of contract and data collection systems? a. Yes      b. No</p> <p>22. Have you used graphics as a tool in administration of the requirements of contract and data collection systems? a. Yes      b. No</p> <p>23. Have you used flow charts as a tool in administration of the requirements of contract and data collection systems? a. Yes      b. No</p> <p>24. Have you used word processing forms as a tool in administration of the requirements of contract and data collection systems? a. Yes      b. No</p> <p>25. Have you made oral presentations at the division/branch chief, contractor counterpart, or equivalent? a. Yes      b. No</p> <p>26. Have you made oral presentations at the AO Commander, contractor counterpart, or equivalent? a. Yes      b. No</p> <p>27. Have you made oral presentations at any higher level government or countractor counterpart? a. Yes      b. No</p>	

**Certification**

I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.

Signature:

Date:

## OVERSEAS ALLOWANCES AND BENEFITS INFORMATION

Overseas allowances and benefits information is provided for the following location:  
Halli, Finland. PLEASE NOTE: Only items checked below apply.

☒ LENGTH OF TOUR: 2 year. (Possible extension of up to 5 years.)

\*Tax free living quarters allowance (LQA) of \_\_\_ to \_\_\_, based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

☒ Government quarters are provided at no charge to the employee.

☒ \* 10 % Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

☐ \* \_\_\_ % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

☒ Concurrent transportation of dependents is authorized.

☒ Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

☒ Shipment of 4,500 pounds of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds.)

☐ One privately owned vehicle may be shipped at government expense.

☒ Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

☒ Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

☐ Return rights within DLA are mandatory.

☒ Return rights within DoD are mandatory.

☐ Real estate expenses are not authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

\*IS SUBJECT TO CHANGE WITHOUT NOTICE.